



CITY OF SAN DIEGO
Engineering and Capital Projects

PRE-QUALIFICATION PROGRAM
QUESTIONNAIRE
FOR SMALL PROJECTS
\$1 MILLION OR LESS

APPLICATION*Pre-Qualification Program Questionnaire for Small Projects*

CITY OF SAN DIEGO



Are you bidding on a City project? Date of bid:
Project Title and Bid Date:

For Use by Engineering & Capital Projects Staff

Ownership Type
check one

- ☐ Sole Proprietor
☐ Partnership
☐ Corporation, S-Corp, LLC

Received Date

Approval Date

Expiration Date

	Sole Proprietor	Partnership	Corp/S/LLC	Required Copies of Documents
A	X	X	X	Appropriate License Number and Classification
B			X	Corporate License, including date approved by California Secretary of State
C	X	X	X	Bond letter stating limits for single project and aggregate program (for Public Works contracts only)

1. Name of Company, including DBAs (Doing Business As):

2. Principal Place of Business:

EIN:

3. Mailing Address (if different from above):

4. Owner's Name(s):

5. Telephone:

Fax:

Cell:

E-mail:

6. Date Business was established:

7. If business address and/or phone number is the same as residence, is there another office located outside the residence: ☐ Yes ☐ No

If Yes, please indicate City and State:

8. Are any owner(s) also employees of the City of San Diego? ☐ Yes ☐ No

If yes, in what capacity?

9. Indicate the nature of the firm's business: _____

10. Indicate name of license holder, type of license, and license number.

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11. Work Description: Briefly describe the type of services your firm provides.

12. Ownership Information: Identify all owners of the business.

Name	Percentage of Ownership

13. List the last three relevant projects performed by the company.

Project Name	Owner, Contact Name & Telephone Number	Total Dollar Amount of Contract	Date Completed

AFFIDAVIT

The undersigned declares and swears under penalty of perjury that the foregoing statements are true, correct, and complete and accurately explain the operations of (name of firm):

Additionally, the undersigned agrees, during the term of this certification, to immediately notify the City of San Diego when changes in the information provided on this application occur.

Further, the undersigned agrees to provide to the City current, complete and accurate information regarding actual work performed on projects; the payment thereof; and proposed changes, if any, of the foregoing arrangements. The undersigned agrees to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal, state, or local laws concerning false statements.

Name of Firm (print)

Name and Title (print)

Date

Signature